

Guidance on the self-assessment of institutional safeguarding policies

In this document, we have listed all elements a safeguarding policy should contain in order to meet our and international minimum standards.

- Elements of particular importance are highlighted in green.
- The checklist can be used by partner organisations as a tool to review their own policies.

Project number and title	
Country	
Legal Holder of the project	
Implementing organisation (if different from Legal Holder)	
Year of adoption (latest version)	
Reviewed by: Name and date	

Y: yes
P: partly
N: no

Criterion	Y	P	N	Comments and indication of time frame to integrate any missing elements
The policy has already been accepted by other donors. By whom and when?				
The policy was signed, adopted and implemented by the institution's management. (In effect since...)				
The following elements of a safeguarding policy are in place:				
The context and working environment of the organisation are described in the introduction.				

The aim and reach of the policy are described in the introduction.				
A definition of potential risks for children and vulnerable persons is included.				
Relevant statutory provisions in the respective country are mentioned.				
Prevention				
<ul style="list-style-type: none"> The policy is binding for all staff members and all persons acting on behalf of the organisation (employees, volunteers, consultants...). 				
<ul style="list-style-type: none"> Appropriate standards for recruitment / vetting before hiring members of staff are in place (e.g. information provided by the candidates themselves, references). 				
<ul style="list-style-type: none"> Members of staff, other persons involved and potentially affected persons receive regular training on safeguarding / abuse prevention. 				
<ul style="list-style-type: none"> A binding code of conduct on safeguarding / abuse prevention is in place and signed by all employees and volunteers (also possible as an annex). 				
<ul style="list-style-type: none"> The roles and responsibilities of persons working at different leadership and operational levels with regard to prevention in the framework of the safeguarding concept are clearly defined. 				
<ul style="list-style-type: none"> A person has been nominated who is responsible for the implementation of the policy and its 				

monitoring. The person's name and function are stated.				
Identification: reporting channels for allegations				
<ul style="list-style-type: none"> • A reporting channel for allegations of breach of the policy has been established. 				
<ul style="list-style-type: none"> • A guideline on how to handle allegations or a flow chart depicting the process are included in the policy or in the annex to the policy. 				
<ul style="list-style-type: none"> • It is obligatory to document any allegations and complaints raised. 				
<ul style="list-style-type: none"> • Confidentiality is observed in all cases. 				
<ul style="list-style-type: none"> • Official contact persons (men and women), preferably persons who are independent of or outside the organisation, are nominated and trained to receive any reports of allegations. <ul style="list-style-type: none"> ➔ Please indicate their name, function and contact details in the comments field. 				Name, function and contact details:
<ul style="list-style-type: none"> • The protection of the person affected takes highest priority. 				
Reaction: case management				
<ul style="list-style-type: none"> • The policy stipulates measures to protect the person affected. 				
<ul style="list-style-type: none"> • Disciplinary measures, processes and responsibilities are clearly described. 				
<ul style="list-style-type: none"> • Support is offered to the person affected. 				
<ul style="list-style-type: none"> • Cooperation with the police and other authorities is clearly described. 				

<ul style="list-style-type: none"> In the case of Church institutions, reporting to the relevant Church authorities according to ecclesiastical law is obligatory. 				
Depending on the context and target groups:				
<ul style="list-style-type: none"> Measures specifically geared to people with disabilities are in place. 				
<ul style="list-style-type: none"> Measures specifically geared to particularly vulnerable target groups or people persecuted by the State (e.g. prisoners, refugees, LGBTQI+, etc.) are in place. 				
<ul style="list-style-type: none"> Regulations for public relations work (e.g. use of photos, social media) and fundraising are in place. 				
Monitoring of the safeguarding policy				
The policy is regularly monitored and adapted when needed.				

Additional elements of a safeguarding concept and culture, going beyond the minimum standards:

General				
A risk analysis was carried out before the safeguarding / abuse prevention policy was developed.				
The policy is available in the respective country's official language and in the relevant local language or in another language spoken by the target group.				

For the development of a thriving safeguarding culture based on the policy:				
The policy is known to all stakeholders: employees, volunteers, children, parents, visitors.				
The contact person and reporting channels are known to and easily accessible by all stakeholders, especially the persons affected, e.g. through regular information events, postings, homepage.				
Where needed, a version in simple language or pictograms is available.				

Misereor is committed to a continuous review and development of the protection instruments.

The minimum standards described in this document reflect the current state of thinking at Misereor.